

## Meeting Information

**Meeting Name:** AP3 – Accounts Payable Vouchers  
**Scribe:** DeVal Lott  
**Facilitator:** Kyle Morton  
**Date:** March 2, 2005  
**Time:** 1:00pm – 4:00pm  
**Location:** Suite 1616 West Tower

## Invitees/Attendees

+ In attendance, - Absent, # Substitute, \*Other

	Name	Organization/Department	Substituting For
+	Chris Thomas	Forestry	
+	Sharon Luckett	Corrections	
+	Jayne Neal	DOAS	
+	Anita Hunnicutt	DOAS	
+	Randy Trowell	DOE	
-	Sherry Carr	DJJ	
-	Vita Jordan	DJJ	
+	Gary McElroy	Pardon & Parole	
+	Elaine Williams	Pardon & Parole	
+	Dorothy Tarrer	DMVS	
-	John Sartain	DHR	
+	Amy Morgan	DHR	
-	Kathy Morey	DCH	
+	Van Green	DOT	
+	Denise Thompson	DTAE	
+	Cheryl Head	DHR	

	Name	Organization/Department	Substituting For
-	Faye Hindson	DHR	
+	Renee Martin	DOAS	
-	Sharon Peavy	DCH	
+	Brent Knowles	Audits	
*	Brent Wenger	OTFS	
+	Norma Routh	DNR	
+	Denise Vlasak	DTAE	
	Project Staff		Role
+	Henrietta Adams	SAO	AP Functional Lead
+	Kyle Morton	Accenture	Facilitator
+	David Bogle	Accenture	GL & CC Lead

## Agenda

Item No.	Topic	Presenter
1.	Introduction	Kyle Morton
2.	Project Guiding Principles	Kyle Morton
3.	Meeting Handouts	Kyle Morton
4.	Topics for Discussion	Kyle Morton/Henrietta Adams
5.	Conclusion	Kyle Morton

## Meeting Summary

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
1,2,3	Introductions were made, the Fit Gap Guiding Principles were discussed and the meeting handouts were distributed.
4	Topics for Discussion

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
4B	<p><b>Regular Voucher</b></p> <p>Modifications to regular voucher in version 7.02 were discussed. Included were the following modifications:</p> <ul style="list-style-type: none"> <li>• <b>Sales &amp; Use Tax</b> pushbuttons were grayed out in version 7.02. These fields are no longer used in version 8.8.</li> <li>• <b>Invoice</b> number field was modified to gray out when the voucher was posted. This was discussed in detail with the group and several participants objected to the field being grayed out before the voucher payment had been made. <b>Group Consensus</b> is to leave the invoice number field open until the voucher is paid so that changes may be made prior to payment of the invoice. The Invoice date field will also be available for changes until payment has been made to the invoice.</li> <li>• <b>GL Unit (Line Information &amp; Charges panel)</b> – This modification was made to prevent the entry of an incorrect Business Unit number when asset information is being entered into the voucher. Modification to version 8.8 has yet to be determined.</li> <li>• <b>Discount (Schedule Payments/Record Payments panel)</b> – This field was grayed out to prevent the user from directly entering a discounted amount for payment and to force the use of the voucher terms to allow the system to calculate the discount. Modification to version 8.8 has yet to be determined.</li> <li>• <b>Close Status (Summary panel)</b> – This modification added this field to the panel in order to readily see if a voucher had been closed. This is delivered functionality in version 8.8.</li> </ul> <p><b>Express Voucher</b> – Modifications to express voucher in version 7.02 were determined to be the same as regular voucher.</p> <p><b>Version 8.8 Vouchers</b></p> <p>Differences between vouchers in version 7.02 and version 8.8 include the following:</p> <ul style="list-style-type: none"> <li>• Page design and the use of voucher styles versus voucher types</li> <li>• Voucher Summary page has been added to version 8.8 to review the most important information as well as the user identification of data entry personnel.</li> <li>• The matching and budget checking processes may be run from the invoice information page instead of the accounting information panel.</li> </ul>

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
4B (cont)	<p><b>General Discussions</b> were held on the following topics:</p> <p><b>Security</b> – Security may be used to limit user's ability to enter each style of voucher. DHR personnel mentioned that they need security set up to restrict access to both voucher styles and banking information. This requirement will be noted and it will be determined during the security setup if this can be done. <b>(See Action Item # 1)</b></p> <p><b>Chartfield coding</b> – This topic was introduced because vouchers are being copied from Purchase Orders whose chartfields may have been inactivated prior to the copy function. Users want to synchronize chartfield coding between modules. <b>(See Action Item # 2)</b></p> <p><b>BCM Errors</b> – Users want to be able to see budget checking errors by voucher line. Research needs to be done to determine this capability in version 8.8. <b>(See Action Item # 3)</b></p>

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4C	<p><b>PO Voucher</b></p> <p>Modifications to purchase order vouchers in version 7.02 were discussed. Included were the following modifications:</p> <ul style="list-style-type: none"> <li>• <b>PO Business Unit</b> – modification was made to gray out the PO Business unit on the Invoice Header Information panel. This modification will go forward into version 8.8.</li> <li>• <b>PO Business Unit, PO ID, Line, Schedule</b> – fields were grayed out on the Line Information &amp; Charges panel to prevent the change of the PO ID after copying the Purchase Order into AP. This modification will be moved forward to version 8.8.</li> <li>• <b>Profile ID</b> – modification was made to the line information and charges panel drill down to Asset Information to required a profile ID if certain accounts were selected on the distribution line of the voucher. This is requirement number 161, it has yet to be determined if this mod will be carried forward. This will depend on further user input and analysis by both the Accounts Payable and Asset Management teams.</li> </ul> <p><b>Version 8.8 PO Voucher</b></p> <p>The regular voucher style will be used in version 8.8 and it is recommended that receipts be used to copy the purchase order into AP, doing so will decrease the number of match exceptions generated if matching is used by the business unit.</p> <p>General Discussions were held on the following topics:</p> <p><b>Chartfields</b> – In version 7.02, delivered functionality grayed out chartfields after the purchase order was copied into AP to force users to have the purchase order changed to be in sync with the purchase order voucher. A modification will be required in version 8.8 to carry forward this functionality into the new version. <b>(See Action Item # 4)</b></p> <p><b>Freight</b> – Freight charges were discussed. The freight field has been grayed out in version 7.02. In version 8.8, freight may be pro-rated against all PO lines. SAO will determine how to handle freight charges in version 8.8.</p>

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4D	<p><b>Adjustment Vouchers</b></p> <p>Modifications to adjustment vouchers in version 7.02 were discussed. Included were the following modifications:</p> <ul style="list-style-type: none"> <li>• <b>Related Voucher</b> – This modification was made to require a valid voucher ID when relating one voucher to another. This functionality is delivered in version 8.8.</li> <li>• <b>Correcting Chartfields</b> – In order to correct chartfields on an AP entry, it was necessary to enter a zero payable using an adjustment voucher. In order to clear these zero payables, a modification was made to the system to require an agency to process a “Z” payment check run in order to clear the payable from the system. (Note: see Journal Vouchers below for more information on this topic)</li> </ul> <p><b>Version 8.8 Adjustment Vouchers</b></p> <p>The adjustment voucher style will be selected in version 8.8 in order to enter credits and/or chartfield adjustments.</p> <p><b>Credits</b> may be tied to a voucher line and the distributions for the original voucher may be copied in. This should speed data entry and increase accuracy.</p> <p><b>Relating Vouchers (new functionality)</b> – The adjustment voucher style will be selected in version 8.8 in order to relate one voucher to another. New functionality will allow two or more vouchers to be related to one another for reporting purposes.</p> <p>A discussion was held concerning the need of the agencies to be able to relate a “non-posted” voucher to an adjustment voucher entry. <b>(See Action Item # 5)</b></p>
4E	<p><b>Journal Vouchers</b></p> <p>New functionality in version 8.8, will allow the correction of chartfield values without processing a zero check run. Journal vouchers do not affect the paycycle and do not require a zero dollar payment or any “cleaning up”. The cash entries will still need to be entered to move cash if necessary.</p> <p>General discussion of this functionality included the use of Security in order to limit the number of users with this access. <b>(See Action Item # 6)</b></p>

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4F	<p><b>Single Payment Vouchers</b></p> <p>New functionality in version 8.8, will allow a payment to be made to a time vendor as long as the vendor is not a 1099 vendor (no TIN number required in order to set up payment). There will be one vendor set up per business unit and all one time payments are made to this vendor. The name and address for the check payment are entered on the voucher. This eliminates the need for all check recipients to be placed into the statewide vendor file. Security would have to be tight on this functionality to ensure proper separation of duties.</p> <p><b>General Consensus</b> – This new functionality was well received by the group. There are concerns about Security. Policies and procedures would need to be written to address separation of duties between agency personnel.</p>
4G	<p><b>Voucher Inquiry</b></p> <p>There were no modifications made to version 7.02. Searching and reviewing vouchers and payments will be much more robust in version 8.8. The system had the ability to view a list of all vouchers for a vendor and can be filtered for many fields. The data may also be downloaded to excel for analysis and should greatly reduce the number of queries needed by the users.</p>
4H	<p><b>Deleting Vouchers</b></p> <p>There were no modifications to this panel in version 7.02. Deleting vouchers will be processed the same way in version 8.8 as they were in version 7.02, however, new functionality in version 8.8 will allow a voucher to be deleted from the voucher attributes page in addition to using the delete voucher process.</p>
4I	<p><b>Closing Non-PO Vouchers</b></p> <p>A modification was made to the voucher close process in version 7.02 where the voucher summary panel would contain a Status field which would indicate whether a voucher held an “open” or “closed” status. In order to close a voucher, it must hold the status of “posted”.</p> <p><b>Version 8.8 New Functionality</b></p> <p>Vouchers that are not created from purchase orders or receipts can still be closed in version 8.8 the same as in version 7.02 (voucher close pages). However, vouchers that have been created from purchase orders or receipts can not be closed, they must be “reversed” using a reversal voucher which will be discussed in the next fit gap session.</p>



## Action Item Review

Action Item (AI) No.	Date Open	Description	Action/Response
AI1.	3/2/05	Security for payment only	DHR personnel want to separate voucher entry from banking information entry. This requirement will be noted and it will be determined during security setup if this can be done. Logged as requirement number 595.
AI2.	3/2/05	Review inactive chartfield posting in AP	This has been logged as requirement 596.
AI3.	3/2/05	Budget Checking errors – how to view on vouchers	Users want to be able to see budget checking error by voucher distribution line. Logged as requirement 597.
AI4.	3/2/05	Gray chartfields from purchase order to voucher	This modification may have to be carried forward into version 8.8. Commitment control team will review to see if budgets can be configured to prevent changes. Logged as requirement 599.
AI5.	3/2/05	Ability to relate to and copy from an un-posted voucher.	Logged as requirement 598.
AI6.	3/2/05	Follow up on journal voucher and cash account.	Logged as issue number 25 per Lynn Vellinga's request.

## Parking Lot items

Parking Lot Item No.	Parking Lot Items
PL1	There were no parking lot items for this session

